

City of Newport Beach - Building Department

-

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
February 16, 1999	Grading Permits	ADM-3

For projects with sloping sites (exceeding three feet front to back) and/or projects involving excavation; the grading, shoring and monitoring plans must be submitted to plan check with the construction drawings. The grading permit for such projects will be issued with the building permit simultaneously.

Jay Elbetta, Building Director

MEMORANDUM

To: Building Department Staff

From: Faisal Jurdi, Chief Plan Check Engineer

SUBJECT: Grading Permit Application and Issuance

Date: February 11, 1999

It has been our practice to issue grading permits before building permits are ready to issue in order to facilitate contractors' wishes to start grading while the building drawings were still in plan check. While this helps the contractor start the project early, it often results in construction problems due to lack of design coordination. The Building Inspector issues a stop work order and the architect scrambles to coordinate the building plans with the grading plans.

This condition occurs most often at projects located on slopes or involving an excavation where it is critical to coordinate grading plans with the building plans. This is evident since we have experienced many construction issues, which resulted from poor design coordination for these types of projects. It is better for the contractor, owner, consultants and adjoining property owners if the grading permit issuance is withheld until the building construction drawings have been approved and the building and grading permits are issued at the same time. Similarly, for these projects, the building, grading, and shoring permits must be applied for at the same time, which allows the plan check engineer to check and verify that the drawings are properly coordinated. Please adhere to the attached policy for grading permit applications and permit issuance.

Policy\adm3.doc